



**Meeting of the Garin College Board of Trustees
3 December 2018, 5.30pm, W1 off the library
Minutes**

1. Opening prayer/reflection: Markelle Ward
2. Welcome : Nicky McDonald

Present: Nicky McDonald, Jenny Van Workum, Markelle Ward, Ann Ritchie, John Noble, HP Froeling, John Pope, Sarah Binns, Justine Butler, John Maguire
Apologies: Fr Bill, Lisa Dunn

Conflict of Interest/Pecuniary Interest: None

3.	Minutes of previous meeting	
	Minutes	Moved Ann Second Justine
4.	Matters Arising	
	Health and safety Report to come	
5.	Special Topic	
6.	Principal's Report	<p><i>John Maguire</i> Areas of good progress or areas of slippage noted as required.</p> <ul style="list-style-type: none"> ▪ Trip to Westport/Reefton good opportunity to network with other Catholic Principals in the region. ▪ SUP class with Special Needs is an additional class with remarkable NCEA results. ▪ Careers programme is positive and functioning very well. ▪ Mates and Dates programme ended and will be reviewed for next year. ▪ Student Leavers survey shared with Board. Very rich feedback. Summary of comments to be shared with Board. ▪ Consulting with staff with PLG's. Looking at changing meeting structure for 2019. Possible change in school day to allow for staff to work as a group and also to allow time to focus on wellbeing ▪ Counselling services, permanent counsellor for next year plus NMIT 2nd year student counsellor who is also a trained teacher. ▪ Options for Te reo language, work in progress <p>Board moved that the Principal's report be accepted Moved Jenny van Workum, Second Nicky</p>
7.	Policy Review	Review complete for 2018

8.	Governance Priorities	<p>Strategic Planning 2019 - 2022</p> <ul style="list-style-type: none"> ▪ Strategic Plan work in progress. Special Character and Kahui Ako will be embedded into Strategic Plan.
9.	Annual Work Plan	<p>AoV Work in progress Draft Strategic Plan Approve Draft Budget</p> <ul style="list-style-type: none"> • 2019 Budget - Original deficit based on International students, numbers have since increased to 38 International students. • Noted that the Board had approved allocation of 5% of international programme profit each year to fund projects/assets that improve delivery of the international programme • Once the budget is approved it will be subject to the additional 5% to International. • Curriculum Budgets – based on historic spending. Ron proposing to reset budgets based on looking at what Faculties need. More money may become available for curriculum budgets during the year. Budget not used for replacement of capital items. Zero based budget option for 2019. Ministry STP 20 – Discrepancy between what the MOE says and what Garin has on the books. Not sure on the final figure. Budgeting conservatively because of variation. • Net profit of International Students has hit nearly \$2,000,000 since the college opened. • Loss of income from Shige Group and Korean Group. Diana Murdoch working to find a replacement visiting school. • BYOD –We do not seem to have extracted all the value from moving to BYOD as there is still a lot of stationery and photocopying and these costs are rising. Efforts need to be made to reduce these costs to parents. • Uniform shop – small charge for overheads but prices for uniform will not rise in 2019. • Teacher relief – slight increase in budget. Relief teachers receive a minimum of 2 periods when called in. Contracts introduced 2017 to relief teachers and part time teachers to provide relief. <p>Resolutions: The Board authorises the Board Chairperson and Principal to sign the Statement of Responsibility for the 2018 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.</p> <p>The Board moves: That the Board approves the inclusion of a budget for the 2018 Statement of Financial Position and a budgeted Cash Flow which are derived from the Board's 2018 operating and capital purchases budgets.</p>

		<p>The Board moves:</p> <p>That the Board approves the inclusion of a budget for Ministry paid teacher salaries in the 2018 Statement of Comprehensive Income. The budget shall be equal to the actual teacher salary costs for the 2018 year and will include an income amount and an equivalent expenditure budget.</p> <p>The Board moves:</p> <p>That the Board approves the inclusion of a budget for the use of land and buildings equal to the Ministry of Education estimate of notional lease cost for 2018. The 2018 figure will include an income amount and an equivalent expenditure budget.</p> <p>The Board moves:</p> <p>The Board approves the budget as presented, amended for the two extra international students and the 5% of income for implementation of the International Students Strategy, giving a deficit of \$28,747 – subject to Business Manager confirming expected deficit, (if amount differs – Business Manager will circulate to Board for approval).</p> <p>All resolutions moved by Ann and second by Nicky Unanimous</p> <p>Principal explain Staffing and MU Structure</p> <ul style="list-style-type: none"> ▪ Principal explained the MMA and SMA unit system throughout the school. ▪ GMFS determines how many units are available 2019.
10.	<p>Committee Reports <i>(attached where indicated)</i></p> <ul style="list-style-type: none"> ▪ Special Character – covered in Principal’s Report ▪ Personnel (NAG 3) <i>In Committee</i> ▪ Finance Report (NAG 4) October 2018 <i>Attached</i> <i>College is in a strong financial position</i> <i>Board Moved Finance report is accepted</i> Moved John Second Ann ▪ Property Report (NAG 4) November 2018 covered in Principal’s Report ▪ Health & Safety (NAG5) November 2018 covered in Principal’s Report ▪ International Committee - update 	
11.	<p>Correspondence</p> <p>For Action: Letter from staff member requesting the College provide an AED Device. Currently in Capex as a general item.</p> <p>For Official Record: -</p> <p>For Viewing Only</p> <ul style="list-style-type: none"> • Gazette 	

12.

General Business

- 2019 Dates for Board meetings
- Returning Officer Appointment (Letter) Board approved appointment of Laurie Gabites as the returning officer for the 2019 Board elections.
- Club Garin Resolutions for Board Approval
Board approve Motion to NZCT - for AED Defibrillator and Gym equipment
Moved Nicky Second Justine.

Board Committees

- Hostel
- Finance

13.

“In Committee” Business

Start Time: 7.04 pm

- Signing of minutes for November
- Personnel matters
- Stand Down / Suspension Reports

Finish Time: 7.23 pm